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ABSTRACT

The Wisconsin Library Association Round Table of Hospitals and Institutional Librarians became concerned about adequate funding of institutional libraries; the right of institutionalized persons to read and to have educational, legal, and recreational materials; and the development of staff libraries for treatment, rehabilitation, and research purposes. Seeing a need for first having a concrete data base, the librarians sent out questionnaires and collected them from institutions for the mentally ill and retarded, state penal facilities; and county, state, and V.A. hospitals. The results of the survey, to which 52 Wisconsin institutions responded, are gathered in a series of tables covering expenditures; institutional populations; funding, both institutional and by grants; salaries; collections; services; facilities; and staff libraries. From the survey grew a recommendation that the state create a position of coordinator of institutional libraries to help improve services, quality of staffing, and cooperation among institutional libraries. (LS)

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Libraries In Wisconsin Institutions Status Report

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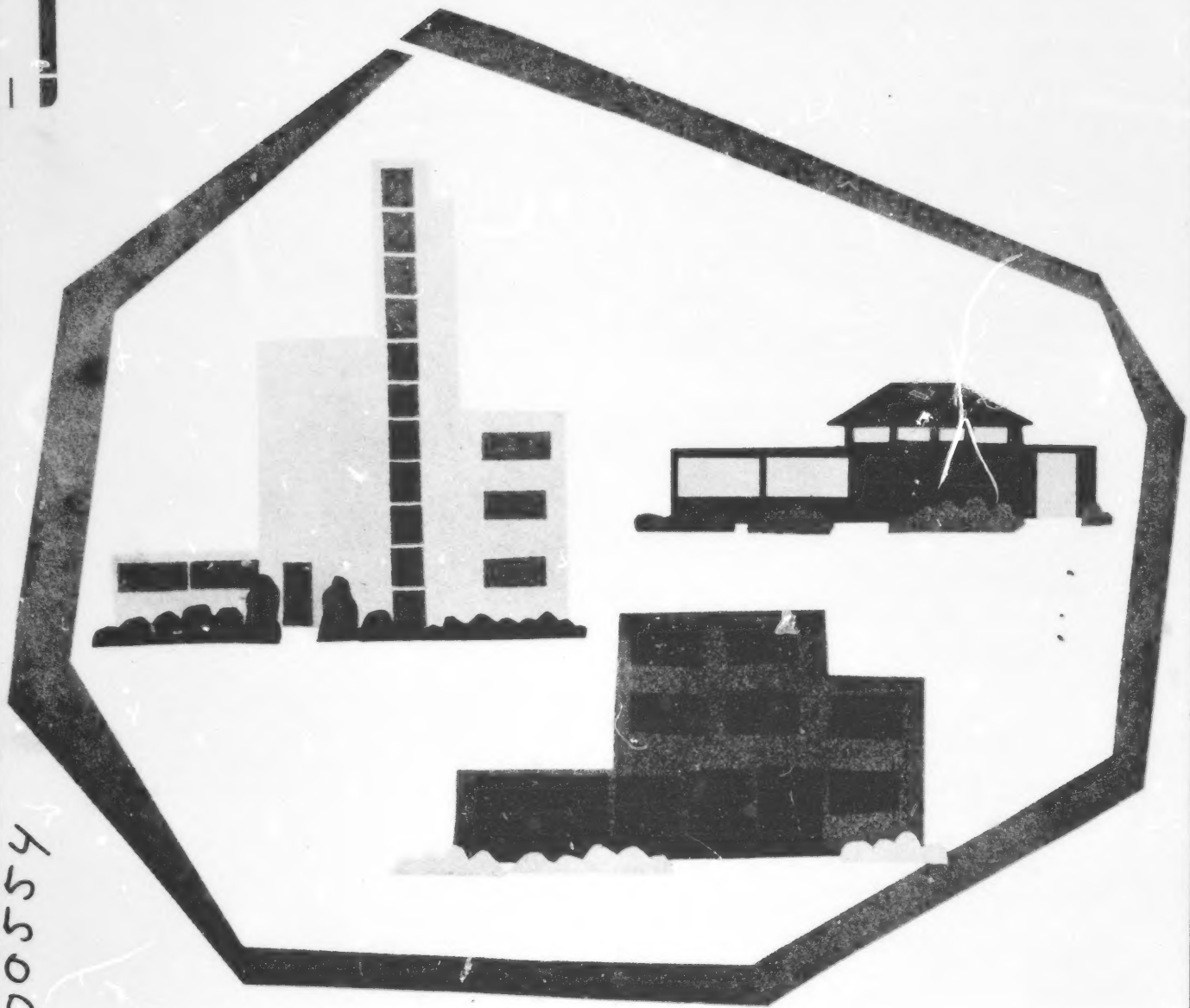
Wisconsin Department of Public Instruction
Barbara Thompson, Ph.D., State Superintendent



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L I B R A R I E S

in

Wisconsin Institutions

-Status Report

Survey and Report

August, 1973

by
Elizabeth B. Merriam
Chairman,
Wisconsin Library Association
Round Table of Hospitals and Institutional
Librarians

Division for Library Services
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LIBRARY SERVICES IN WISCONSIN STATE INSTITUTIONS: A SURVEY

This examination of library services in state institutions is an independent study done on behalf of the Wisconsin Library Association Round Table of Hospital and Institutional Librarians by its current chairman, Mrs. Betsy Merriam. The purpose of the Round Table, which was formally organized as a unit of the Wisconsin Library Association in 1970, is to promote the development of libraries, library services, and librarianship in the hospitals and institutions of the state. The support of Round Table members in this work is evidenced by their cooperation in answering the survey questionnaire, basic to the completion of this report.

Library services in these settings must change to reflect the changes and development of their parent institutions.

The great concern of the Round Table is that library services to state institutions become more effective. This report provides recent, essential data describing the existing situation. I trust that this report will be read and used by librarians of all kinds--institutional, public, academic--and by government officials at all levels.

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November, 1973

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THE SURVEY

INTRODUCTION

The need for the information requested in this survey arose from meetings among librarians in Wisconsin institutions, specifically the meetings of the Wisconsin Library Association Round Table of Hospital and Institutional Librarians. The mutual concern was for the adequate funding and support of library services in Wisconsin institutions: the right to read and the right to have educational, legal and recreational materials for those incarcerated in institutions. There was, and is, also another concern: the development of coordinated and efficient library services to the staffs of Wisconsin institutions, for treatment, rehabilitation and research purposes. In order to ameliorate the situation in individual institutions, it was felt that concrete data about the libraries in these institutions was needed and in greater detail than provided by the Wisconsin Special Library Service Record and other surveys. Impressionistic information about institution libraries in Wisconsin was that the situation needed much improvement; the main purpose of this survey is to provide the essential data. The survey was limited to Wisconsin state and county funded institution libraries (as opposed to all hospital and institution libraries in the state) to focus on this particular problem, and also to make the scope of the survey more feasible to complete. The U.S. Veterans Administration institutions were included for purposes of comparing federally funded with Wisconsin state and county funded institution libraries. County jails were not included.

PURPOSES OF THE QUESTIONNAIRE

1. Determine what library services are being provided in 67 Wisconsin state, county and federally funded institutions for the mentally ill and

retarded; for offenders in state penal institutions and for students in the residential schools for the blind and the deaf, who are cut off from normal public or school library services. Also to describe and compare staff library services in the institutions.

2. Compare levels of funding by the different state, county and federal agencies to determine how library programs are being supported by their parent institutions.

3. Determine levels of funding and impact of federal grants on library programs in institutions.

4. Obtain impressionistic comments from librarians about their library programs; e.g. the need for a state coordinator for institution library services, the impact of federal funding, the adequacy of funding, and services.

5. Determine, if possible, by application of professional and legal standards, the adequacy of library services in Wisconsin institutions.

6. Make recommendations that would ameliorate the situation.

SURVEY SCOPE

The survey questionnaire (see Appendix A) was sent January 22, 1973 to 67 Wisconsin institutions, and 52 institutions responded (some to report only that their institution had no library services or no budget or staff for such services). This is a 78% response. Sixteen of the 28 county hospital responses were minimal, returning only a partially completed questionnaire or the "abbreviated" questionnaire (See Appendix B). The data were requested for either the last complete fiscal or calendar year, whichever was easier to tabulate. This would mean either January-December, 1972 or July 1971 to June 1972. As librarian of one of the reporting institutions and through contact with other institutions, the author is

aware that situations have changed, sometimes drastically, in some institutions since the reporting year of the questionnaire. In some instances the situation has improved, in others the existence of the institutions themselves is in question. A combination of state financial austerity, the start of a new fiscal budget for the biennium 1973-75, and the sharp curtailment of federal grant programs in the 93rd Congress all have had an effect.

RESPONSES TO THE QUESTIONNAIRE AND TABULATION

As much as was possible, all responses to questions on the questionnaire were tabulated. If an answer or answers on a questionnaire were ambiguous or conflicting, an attempt was made to reconcile these ambiguities through a careful study of the questionnaire as a whole. If a reconciliation was impossible, responses to these questions were discounted. The tables reflect the number of responses to a particular question on the questionnaire. The number of institutions which responded to a question is noted in the tables by the number in parenthesis next to the response. If an institution gave information that would answer a question, even if the answer was zero or negative, this information was included in the tabulation. If no information was received for a question, this library was not included in the tabulation for that particular question. (It was not averaged in as zero.) To determine the percent of institutions that replied to a given question, refer to Table I, which indicates the number of institutions to which the questionnaire was sent. In some cases, this method of tabulation undoubtedly raises "average" figures (as collection or budget size), if the assumption is made that in most instances, the institution which supplied no information to a question did so because it had no library staff, kept no statistics or had no library.

This method of tabulation does allow the survey results to reflect as much as is possible of the information and data that were gleaned from the questionnaire, for particular questions. However, there are drawbacks. If a different number of institutions responded to two questions, these two figures cannot be compared in a statistically valid way. For example, in Table V, 15 County Hospitals reported the number of staff, but 26 County Hospitals reported institutional budget figures for Staff Library services. It is not valid to compare "number of staff" with "Staff Library expenditures" and we cannot arrive at a figure which reflects the expenditure per staff person. It is also impossible to compare per staff expenditures with per resident expenditures, for library services, because different numbers of institutions responded to these questions. In other words, it is possible, by studying the tables, to determine how many institutions did have staff and residents' libraries, and to discern other data (funding, collection size, services, etc.) for "type of institution", but a statistical comparison of some factors is not possible from the tables.

If an institution had more than one library for residents, these were combined in the tabulation. (This occurred where an institution might have separate School and Patients' Libraries.) This same procedure was used if there was more than one library for staff (as for In-patient and Out-patient staff).

The length of the questionnaire (14 pages) may seem to be an inhibitory factor in receiving useable responses, and this may have occurred. (See Appendix A.) There were reasons for the questions asked and the form of the questionnaire. It was necessary to get an idea about the institutions generally: the type of client served, the average population of the institution, the number of staff, etc. in order to evaluate the adequacy of library services. It was

also the intention to demarcate carefully institution-funding as opposed to special grant funding; and funding used for salaries versus non-salary purposes. (It had been planned to delineate "non-salary" spending more precisely, but this proved impossible in many cases and so was abandoned.) The length of the questionnaire was quite intentional for another reason. If the questionnaire was read, it could not help but educate and inform librarians, or administrators, as to library materials and services that were appropriate, if not vital, to good library programs. (See Appendix D and E for specific examples, also the questionnaire in total, Appendix A.) If an institution library program did not provide any of the listed services, if the grants listed in the questionnaire were unknown or unused--this in itself is worth communicating and could possibly serve as an impetus to improving conditions in the library program.

SOME ASSUMPTIONS

One assumption basic to this project is that library services to institutions are important. There are numerous professional associations which agree and issue standards, for both residents' and staff libraries. (See Appendix F.) There are also legal arguments that inmates, patients in psychiatric hospitals, the retarded and all school age children have certain rights. (See Appendix G.) Professional and legal standards give some credence to the conclusion that the adequacy of library services in institutions is correlated with the adequacy of the rehabilitative, habilitative or educational program at the institution. Also, many (perhaps most) jobs today require a program of continuing education and retraining; the "information explosion" is an apparently universal phenomenon. The information-organization and dissemination functions of libraries supply a basic need for the staff in institutions, whether the emphasis is

medical, psychiatric, educational, or 'rehabilitative'; clinical or research.

The use of residents' libraries, for recreational, educational, legal or other purposes, is an important ancillary and sometimes primary service for those confined to institutions. (This could bring us to some abstruse questions, which are really beyond the scope of this report, but do deserve mentioning. Is there a basic difference between the types of "incarcerated" individuals we are considering? Do involuntarily incarcerated individuals and children have the right to expect more from an institution than, for example, voluntary adult psychiatric patients? Is the length of stay in an institution relevant? Is it ever "good" for this length of stay to be long? Should the emphasis - for all institutions - be on getting the individual inmate or resident or patient established independently in the community, not on recreating community services within the institution? Does this attitude have ramifications for institution libraries, particularly for residents' libraries?)

However, people of all ages are still in institutions and for the purposes of this project, we assume that library services are important for rehabilitative and educational purposes of residents and for professional (clinical and research) concerns of the staff. The results of the survey do not indicate that the importance of libraries has been recognized in institution budgets. At the time of the survey, 51 Wisconsin institutions reported a total (average daily) population of 14,796 residents, with an average length of stay (per type of institution) ranging from 148 days to 10 years.* The total amount spent for patients' library services, for

*Note: This average length of stay was per <u>type of institution</u>; some individual institutions have a shorter average length of stay. This average (148 days) was for psychiatric institutions where the median length of stay was 46 days. See Table IV.

50 reporting institutions, was $323,261. (See Table IV.) The total number of staff, in 35 reporting institutions, is 960? (not on any Table). The total budget for staff library services, although this is reported for 50 institutions and is therefore not directly comparable, is $93,190. (See Table V.) Even if we assume that building maintenance and similar costs are in the institution budget and not the library budget, these funds are not sufficient to support adequate library services. Also, not all of these funds reflect on-going institution support: some are from federal grants (See Tables VI and VII) which may have already been discontinued.

A further assumption is that good library services cost money. The cost of books is ever increasing. (See Appendix H.) Other formats (films, audio and video tapes) and equipment also have increased in price as well as in use. If the library service is to play an active part in resident rehabilitative or educational programs and in staff research and clinical needs, several requirements must be met: the librarian should be professionally trained and aware of relevant informational resources - even if these resources are not in his/her own collection. Continuity of service is important if the library is going to have ties with the therapeutic, rehabilitative, educational and research programs of the institution. This means that 10 volunteer part-time librarians are not going to be as effective as one trained, regular librarian. A paid, regular, trained library staff costs money, but it can also more effectively utilize money to provide library services. A librarian should be able to effectively utilize established interlibrary loan procedures; to obtain grant money for special projects and materials; and to work toward coordinated regional and state interlibrary cooperation system(s) which include institution libraries. Adequate, basic staffing is a prerequisite for any library-especially if it is to be in-

volved in a larger cooperative interlibrary loan system. A state coordinator for institutional library services might also be considered a prerequisite for comprehensive, coordinated state planning and for adequate budgets and staff in institution libraries to implement these plans.

THE TABLES

The tables reflect that adequate, institution-funded library staffing levels do tend to be accompanied by more active library service, more grants, larger collections: i.e., more sophisticated library services, and that "libraries" with less staff had less active service. It is not possible to make a definite "cause and effect" statement about this but the relationship does occur. (See Section 2, Pages 16-27.)

One of the purposes of the questionnaire was to evaluate funding by "type of institutions" (as State correctional institutions, county hospitals, residential schools, etc.) so that comparisons could be made regarding the adequacy of funding by various state, county and federal granting agencies. The tables reflect this: column one in each table is "Type of Institution". Under this heading are listed the categories of institutions covered in the survey as "Corr" (Correctional), "Corr Camp" (Correctional Camp System), etc. The categories used are found in Appendix C, with the abbreviations used in the tables. Table I reflects the numbers of institutions which received and responded to the questionnaire, and the type of resident served by the institutions. Table I shows that there was a 78% response to the questionnaire, a significant response. The data received can be considered representative of a fairly large percentage of those surveyed. Although only one of the three U.S. Veterans Administration Hospitals responded, this response provides some

data for comparison of federal, state, and county funding. The "type" of inmate, patient or resident served in a given institution is also an important distinction for several reasons. School age residents fall under specific standards for educational (and library) services, and also under certain court decisions on the right to education. Prisoners in correctional institutions also have certain rights, based on the right to "access to the courts". This can be interpreted as access to legal representation or access to legal materials (see appendixes F and G). The variety of types of residents and institutions covered in this survey is relevant in studying all of the Tables.

Table II reflects the number of responding institutions which have library services: the number with residents' and staff libraries and the number with librarian(s) or "paid library worker(s)". This last category is necessary to describe institution personnel with library responsibilities, but not necessarily any formal library training. It should be noted that the "number of institutions with staff library(ies)" (column four) may not indicate "staff" materials which are kept in residents' libraries. Some correctional institutions have indicated that some materials for staff are included in the inmates' library. In "DPI" institutions, as is noted in a footnote, the staff library is a part of the institution's residents' library and is not considered separately. However, the total number of institutions with library services for residents (29 of 52 institutions) or staff (16 of 52 institutions) is low. The number of full-time equivalent positions is also important (columns five and six). For example, the Correctional Camp System reports only one institution out of seven with any library staff: a .12 FTE (full-time equivalent) library employee, 4.8 hours per week, for inmates' library services. The county hospitals report no

employees for library services for residents. This is significant, because even if a "purchase of services" approach for library services is utilized, professional staff time is necessary if the system is to be effective. A large collection within each institution may not be necessary for adequate library services, if materials can be obtained through a cooperative library system. However, a cooperative-coordinated library system does require library staff within the institution.

Table III shows total library funding, average funding per institution and whether these funds were used for salary or non-salary purposes. The distinction between the amount of money spent for salaries and non-salaries seems to be very relevant to the kinds of library services available. If an institution budget provides funding for library personnel, continuity in library services is possible. This seems to bring more library services, larger collections, more grants. A higher percentage of funds spent for salaries also usually means simply that a higher amount is spent for library services in a given institution.

In Table III, as in subsequent tables, the "average per institution" figure is often more important than the total amount spent for the type of institution. The average amount spent annually for library services (salary, non salary, grant and institution budget; including services to staff and residents) in 50 reporting institutions was $8,329. (Column three, totals, Table III.) The numbers in parenthesis (the number of responding institutions to a given question) are important as they give perspective as to the validity of particular responses. Tables IV-IX and Table XII describe various aspects of the institutions and the library services to staff and residents. Staff and residents' library services are treated separately, for purposes of comparison, in Tables IV-IX and

Table XII.

Tables IV and V describe the number of residents and staff, the average length of stay for residents in the institution, and the amounts of money spent for residents' and staff library programs. The average length of stay and the average daily population are important in evaluating what kinds of library services should be provided for an institution, e.g. county hospitals have a long average length of stay but a very low expenditure per institution for library service to residents (Tables IV, Columns two and six). Average per institution expenditures for residents' library services of $530 (Table IV, Correctional Camp Institutions) or $98 (Table IV, county hospitals) are strikingly low. Expenditures for staff library services are higher, where these services exist, but only 4 of the 7 reporting "types of institutions" list separate funding for staff library services. This results in a low average expenditure for staff libraries (see Table V). The question must be asked: what kinds of services for staff and residents can be offered for these kinds of expenditures? Even the "large" figures do not represent many materials or much library personnel at today's costs.

Tables VI and VII illustrate institution funding versus grant funding for residents' and staff libraries. Again, the correctional camp and the county hospital systems figures are very low. An annual average of $1.43 or even $19 per institution for residents' library services is hard to comprehend. This is the institutional budget expenditure for library services (Tables VI). The figures in Tables VI and VII also demonstrate that "special" grant funding is generally greater in institutions with more adequate institutional funding for libraries, although this is not a directly proportional relationship. Again, this raises questions: Under what justification or auspices are <u>any</u> grants awarded to institutions which provide no or very little in-house support of library programs? Conversely,

will the "richer" institution library programs receive the bulk of the grants while less well funded institution library programs remain mediocre or worse? How can financial and material resources effectively and fairly be distributed and coordinated in institutions throughout the state?

Tables VIII and IX describe collections and services and indicate adequacy of the physical facilities for library services. It is difficult to discern whether the size of the collection (columns 2 and 3 in Tables VIII and IX) is a reliable measure of an active library service for patients or staff. It does not reflect extra library services as ward services, interlibrary loan or reference service for staff. It is also difficult to determine if the numbers of "formats" or "services" (Columns 4 and 5 in Tables VIII and IX) are active services/formats or offered/used only sporadically or rarely. These are, however, standard criteria for the measurement of the adequacy and extent of library services. Number of open hours per week (Column 6), circulation (Column 7), interlibrary loan services (Columns 8-10) and adequacy of physical facilities (Column 11) are other measures which were used and are reflected in Tables VIII and IX.

Tables X and XI give responses to general questions regarding the adequacy of library programs, the need for further training by library personnel, the need for a state coordinator for institutional libraries and the effect of federal grant funds on library programs. These are impressionistic responses of librarians or library personnel in institutions. They indicate some of the feelings of the people closest to the administration of library services in institutions. The results indicate that a state library consultant or coordinator for institutional library services would make library services more effective, that further training or courses would

be helpful, that important library services are lacking because of inadequate staffing or materials and that special federal grants have contributed greatly to the development of library services in institutions. Table XII is a graphic representation of annual institution funding for staff and residents' library programs by type of institution. The Tables are in Section 2; footnotes were added to contribute to a general understanding of the data as reflected by the questionnaires. Although the professional and legal standards (See Appendix F and G) are not directly comparable to the information in the tables, it is suggested strongly that the complete standards be studied in order to evaluate institution library services in Wisconsin.

This survey left many questions unanswered; some important areas were not covered. (The issue of censorship is not raised by the questionnaire, although it is mentioned in Appendix F.) One conclusion appears clear: funding and staffing for institutional library services in the Wisconsin institutions covered by this questionnaire are not adequate. This is demonstrated perhaps most vividly by the average-per-institution-funding figures found in Tables VI and VII. These figures show the <u>institutional</u> (presumably on-going) support for library services, as opposed to "special project" grant funding. The average annual expenditure, per institution, for 50 reporting institutions is $4,127 for residents library services and $1,659 for staff library services.

Quantifying the information which was known implicitly by librarians in these institutions is only a first step. It may not be possible or advisable for individual librarians in institutions to attempt to plan or to implement a comprehensive, coordinated state design to bring library services to all of those in state institutions. A clear recommendation from this survey would be to create a state funded position: state coor-

dinator of institution library services, who would be able to work with institutional and other librarians to plan such a comprehensive and coordinated state library system. The public libraries have already made advances in this area as has the National Library of Medicine-Regional Medical Library system. Coordination and planning, at a level higher than the individual institution, are needed for more progress to be made. This one recommendation, for a state coordinator of institution library services, really encompasses other recommendations which relate to improving conditions in institution libraries e.g. meeting library standards for institutions; providing adequate educational, rehabilitative or habilitative library programs; enforcing state civil service regulations regarding library job descriptions and qualifications; providing coordinated planning for interlibrary cooperation, to insure more efficient service. This recommendation is not cost-free, but the long-range gains, both in terms of individuals served and the increased efficiency of a coordinated state information system surely outweigh the cost.

A thank you is extended to those who took the time to complete and return the questionnaire, to make these data and this report possible.

SECTION 2: THE TABLES

For abbreviations used for type of institution, see Appendix C

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Table I. Scope of Survey: Wisconsin Institution Library Services

Type of institution	Total number sent to	Number of replies *	Percent replies	Type of inmate, patient, or resident as described by respondent
Corr.	9	7	78%	Inmates or prisoners in correctional institutions; adults and adolescents.
Corr. Camp	9	7	78%	Inmates (male) in minimum security correctional camp system.
Psychiat.	4	4	100%	Mentally ill - all ages; includes children and criminally insane.
M.R.	3	3	100%	Residents in residental care units and Training Schools for the mentally retarded; long term.
County	35	28***	80%	Mentally ill and mentally retarded adults; some younger than adult; some Nursing Home Care and residental care for senior citizens.
DPI	2	2	100%	Residential-public schools for the deaf and blind. Generally school age (K-12).
U.S. V.A.	3	1	33%	Mentally ill adult; nursing home care.
**DFS	1	0	0%	No response.
**Wis. V.A.	1	0	0%	No response.
TOTALS	67	52	78%	

* Some of the returned questionnaires were partially completed. As many individual responses as possible were tabulated, even if all questions were not answered. In future tables, the number of responses on which each tabulation is based is noted in parentheses next to the figure.

** Not included in any tabulation.

*** 16 of these 28 respondents gave minimal responses; where possible, these were included in tabulation of County Hospital figures.

Table II. Wisconsin Institutions with One or More Libraries
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	No. of * institutions with a library or libraries	No. of institutions with residents' library(ies)	No. of institutions with staff library(ies)	No. of ** institutions with a paid librarian or a trained library worker for residents	No of ** institutions with a paid librarian or a trained library worker for staff
Corr.	7 (7)	7 (7)	0 (7)	7 (7.25 FTE)**** (7)	0 (0 FTE) (7)
Corr. Camp	4 (7)	4 (7)	0 (7)	1 (.12 FTE) (7)	0 (0 FTE) (7)
Psychiat.	4 (4)	4 (4)	3 (4)	4 (3.65 FTE) (4)	2 (1.5 FTE) (4)
M.R.	3 (3)	3 (3)	2 (3)	3 (3.4 FTE) (3)	2 (4.1 FTE) (3)
County	15 (28)	8 (28)	10 (28)	0 (0 FTE) (28)	5 (3 FTE) (28)
DPI	2 (2)	2 (2)	0 (2)***	2 (3 FTE) (2)	0 (0 FTE) (2)
U.S. V.A.	1 (1)	1 (1)	1 (1)	1 (1.8 FTE) (1)	1 (.8 FTE) (1)
TOTALS	36 (52)	29 (52)	16 (52)	18 (19.22 FTE) (52)	10 (9.4 FTE) (52)

* The following responses were considered as "no library": "several books"; "no library"; "no collection"; "decentralized"; "no paid librarian or paid library staff". If another departmental employee in the institution spent some time in the library and this was so indicated, this was considered a library. The County Hospitals' responses were difficult to determine. Rather than discard these responses, a rather broad view was taken in tabulating these responses. The County Hospital figure indicating the number of libraries might well be considered high.

** It had been intended to be more descriptive here to determine also educational levels and professional training of library personnel. Unfortunately, answers to this question were either ambiguous or missing and this question was eliminated. It was also difficult to determine how many were paid by institution funds, and how many by grant funds. This is done by financial figures (not numbers of employees) in Tables III, VI, and VII.

*** DPI institution staff library collections included with school library.

**** "FTE" is Full Time Equivalent. In this case, 7 institutions employed 7.25 full time equivalent positions for library services to patients.

Table III. Expenditures for Library Services in Wisconsin Institutions *
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	Total amount spent in reporting year for library services	Average per institution spent in reporting year for library services	Percent for salaries	Percent for non-salaries
Corr.	$122,535 (7)	$17,505 (7)	73%	27% (7)
Corr. Camp	$ 3,710 (7)	$ 530 (7)	5%	95% (7)
Psychiat.	$ 79,530 (4)	$19,882 (4)	57%	43% (4)
M.R.	$100,699 (3)	$33,566 (3)	71%	29% (3)
County	$ 30,221 (26)**	$ 1,162 (26)	62%	38% (26)
DPI	$ 45,106 (2)	$22,533 (2)	82%	18% (2)
U.S. V.A.	$ 34,650 (1)	$34,650 (1)	49%	51% (1)
TOTALS	$416,451 (50)	$ 8,329 for (50)		

* Includes grants, institution budget and gifts.

** Of the 26 respondents, only 9 list any funding at all; the others are included as 0 because they included this information in their responses.

Table IV. Residents in Wisconsin Institutions: Descriptive Data and Library Funding
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	Average length of stay per type of institution	Total daily population for type of institution	Average daily population per institution	Residents' Library Services			
				Total budget ** for library services in all institutions	Average per institution (total budget)	Percent for salaries	Percent for non-salaries
Corr.	345 days (7) (270 median)	2420 (7)	346 (7) (220 median)	$122,535 (7)	$17, 505 (7)	73% (7)	27% (7)
Corr. Camp	190 days (6) (180 median)	271 (7)	39 (7) (38 median)	$ 3,710 (7)	$ 530 (7)	5% (7)	95% (7)
Psychiat.	148 days (3) (46 median)	1104 (4)	276 (4) (380 median)	$ 57,444 (4)	$14,361 (4)	56% (4)	44% (4)
M.R.	10 years (2)	3507 (3)	1169 (3) (1210 median)	$ 68,996 (3)	$22,999 (3)	67% (3)	33% (3)
County	short term:(9) 2.3 years long term: 5.8 years (median: 4 months, short term. 1 year, long term.)	6264 (27)	232 (27) (200 median)	$ 2,550* (26)	$ 98 (26)	0% (26)	100% (26)
DPI	School year, K-12, in most cases (2)	390 (2)	185 (2) (185 median)	$45,106 (2)	$22,553 (2)	82% (2)	18% (2)
US. V.A.	190 days (1)	840 (1)	840 (1)	$ 22,920 (1)	$22,920 (1)	64% (1)	36% (1)
TOTAL		14,796 (51)		$323,261 (50)	$ 6,465 (50)		

* 26 respondents, but only 4 reported institutional or grant financial budget support; other respondents were averaged as 0.

** "Budget" refers to annual budget figures.

Table V. Staff in Wisconsin Institutions: Descriptive Information and Library Funding
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	Average number of staff per institution*	Staff Library Services			
		Total budget**** for library services in all institutions	Average per institution (Total budget)	Percent for salaries	Percent for non-salaries
Corr.	170 (5) (197 median)	$0 (7)	$0 (7)	0% (7)	0% (7)
Corr. Camp	13 (6) (11 median)	$0 (7)	$0 (7)	0% (7)	0% (7)
Psychiat.	423 (4) (403 median)	$22,086 (4)	$ 5,522 (4)	59% (4)	41% (4)
M.R.	1070 (3) (1100 median)	$31,703 (3)	$10,567 (3)	79% (3)	21% (3)
County	194 (15) (130 median)	$27,671 (26)**	$ 1,064 (26)	68% (26)	32% (26)
DPI	106 (1)	$0 (2)***	$0 (2)	0% (2)	0% (2)
U.S. V.A.	756 (1)	$11,730 (1)	$11,730 (1)	19% (1)	81% (1)
TOTAL		$93,190 (50)	$ 1,864 (50)		

* The intention was to determine professional and non-professional staff ratios, as well as numbers of employees. It was necessary to eliminate that aspect of the question as many responses were unclear or did not specify "professional" or "non-professional". The total number of staff for 35 reporting institutions was 9,602.

** 26 respondents, but only 7 reported funds; the remainder gave budget information, and were averaged in as 0.

*** DPI institution staff libraries included in school library; not reported separately.

**** "Budget" refers to annual budget figures.

Table VI. Wisconsin Institutions: Residents' Library Services: Institutional vs. Grant Funding; Salary vs. Non-Salary
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	Institution Funding for Residents' Library Services **				Grant Funding for Residents' Library Services **			
	Total for all reporting institutions	Average per institution	Percent Salaries	Percent non-salaries	Total for all reporting institutions	Average per institution	Percent salaries	Percent non-salaries
Corr.	$106,105 (7)	$15,158 (7)	80% (7)	20% (7)	$ 16,430 (7)	$ 2,367 (7)	28% (7)	72% (7)
Corr. Camp	$ 10 (7)	$ 1.43 (7)	0% (7)	100% (7)	$ 3,700 (7)	$ 529 (7)	5% (7)	95% (7)
Psychiat.	$ 25,635 (4)	$ 6,409 (4)	67% (4)	33% (4)	$ 31,809 (4)	$ 7,952 (4)	45% (4)	55% (4)
M.R.	$ 11,737 (3)	$ 3,912 (3)	84% (3)	16% (3)	$ 57,259 (3)	$19,086 (3)	64% (3)	36% (3)
County	$ 500 (26)*	$ 19 (26)	0% (26)	100% (26)	$ 2,050 (26)	$ 79 (26)	0% (26)	100% (26)
DPI	$ 39,465 (2)	$ 19,732 (2)	80% (2)	20% (2)	$ 5,641 (2)	$ 2,821 (2)	95% (2)	5% (2)
U.S. V.A.	$ 22,920 (1)	$22,920 (1)	64% (1)	36% (1)	$ 0 (1)	$ 0 (1)	0% (1)	0% (1)
TOTAL	$206,372 (50)	$ 4,127 (50)			$116,889 (50)	$ 2,338 (50)		

* 26 respondents in all, but only 4 reported any financial support; others were averaged as 0.

** Annual budget figures.

Table VII. Wisconsin Institutions: Staff Library Services: Institution vs. Grant Funding; Salary vs. Non-Salary
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	Institution Funding for Staff Library Services****				Grant Funding for Staff Library Services****			
	Total for all reporting institutions	Average per institution	Percent salaries	Percent non-salaries	Total for all reporting institutions	Average per institution	Percent salaries	Percent non-salaries
Corr.	$ 0 (7)	$ 0 (7)	0% (7)	0% (7)	$ 0 (7)	$ 0 (7)	0% (7)	0% (7)
Corr. Camp	$ 0 (7)	$ 0 (7)	0% (7)	0% (7)	$ 0 (7)	$ 0 (7)	0% (7)	0% (7)
Psychiat.	$19,086 (4)	$ 4,972 (4)	68% (4)	32% (4)	$ 3,000 (4)*	$750 (4)	0% (4)	100% (4)
M.R.	$29,703 (3)	$ 9,901 (3)	84% (3)	16% (3)	$ 2,000 (3)*	$667 (3)	0% (3)	100% (3)
County	$22,435 (26)**	$ 863 (26)	33% (26)	67% (26)	$ 5,236 (26)	$201 (26)	43% (26)	57% (26)
DPI	$ 0 (2)***	$ 0 (2)	0% (2)	0% (2)	$ 0 (2)	$ 0 (2)	0% (2)	0% (2)
US. V.A.	$11,730 (1)	$11,730 (1)	19% (1)	81% (1)	$ 0 (1)	$ 0 (1)	0% (1)	0% (1)
TOTAL	$82,954 (50)	$ 1,659 (50)			$10,236 (50)	$205 (50)		

* One institution received all of the grant money, but the "average per institution" is included.

** 26 respondents in all, but only 7 reported financial support; the others were averaged as 0.

*** DPI institution staff libraries included in school library; not reported separately.

**** Annual budget figures.

Table VIII. Wisconsin Institutions, Residents' Libraries: Collection, Services and Physical Facilities+
(The numbers in parentheses represent the number of responding institutions)

Type of institution	No. volumes	No. of currently received periodicals	No. of "other formats" used*	No. of "services" provided**	No. of open hours per week (with staff)	Items loaned	Interlibrary loan services? Yes:	Sources of interlibrary loan****	No. inter-library loans	Physical facilities adequate? Yes	No
Corr.	4,797 (7)	50 (7)	4 (7)	17 (7)	37 (7)	23,048 (5)	6 (7)	RL; Blind; Local PL; Mil. PL; Mailbox L (7)	1517 (7)	4	3 (7)
Corr. Camp	531 (7)	10 (7)	.4 (7)	5 (4)	13 (2)***	200 (1)	3 (7)	RL; DLS; Mad. PL; Mil. PL (7)	62 (7)	0	6 (6)
Psychiat.	6,573 (4)	70 (4)	6 (4)	20 (4)	22 (4)	3,914 (3)	3 (4)	RL; local PL; UW-EMC; Lib. School (4)	153 (3)	1	3 (4)
M.R.	1,486 (3)	11 (3)	6 (3)	10 (3)	32 (3)	2,497 (3)	3 (3)	Local PL; RL (3)	no statistics	1	2 (3)
County	1,194 (7)	13 (1)	3 (1)	8 (6)	11 (6)	688 (3)	4 (6)	Local PL; RL (6)	98 (3)	5*****	0 (5)
DPI	7,500 (2)	76 (2)	8 (2)	24 (2)	40 (2)	12,000 (1)	1 (1)	UW-W (1)	50 (1)	2	0 (2)
U.S. V.A.	7,343 (1)	83 (1)	2 (1)	27 (1)	40 (1)	13,811 (1)	1 (1)	RL; VA (1)	48 (1)	1	0 (1)
TOTAL	-	-	-	-	-	-	21 (29)	-	-	14	14 (28)

+ Figures are for average number per institution, in the reporting year, except in yes-no questions.

* See Appendix D for list of "other formats" that it was possible to check in the questionnaire.

** See Appendix E for list of "services" that it was possible to check in the questionnaire.

*** Two responded actual "hours open", 2 others responded "never close", these latter 2 were not tabulated as it seemed obvious from the remainder of the questionnaires that these open hours were without any library staff.

**** See Appendix I for key to abbreviations.

***** One library which was considered "adequate" physically, consisted of 15' x 32' room with seating for 4, in an institution with an average daily population of 400.

Table IX. Wisconsin Institutions, Staff Libraries: Collection, Services and Physical Facilities+
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	Volumes	Currently received periodicals	"Other formats" used*	"Services" provided**	Open hours per week (with staff)	Items loaned	Interlibrary loan services? Yes:	Source of loan***	No. of interlibrary loans	Physical facilities: adequate? Yes	No
Corr.	0 (7)	0 (7)	0 (7)	0 (7)	0 (7)	0 (7)	0 (7)	- (7)	0 (7)	-	- (7)
Corr. Camp	0 (7)	0 (7)	0 (7)	0 (7)	0 (7)	0 (7)	0 (7)	- (7)	0 (7)	-	- (7)
Psychiat.	2,113 (3)	102 (3)	3 (3)	20 (2)	33 (2)	788 (2)	3 (3)	MSH; CWC; MLS; RL; UW-O; MRML; NLM	280 (3)	0	3 (3)
M.R.	2,893 (2)	86 (2)	4 (2)	19 (2)	22 (2)	12,650 (2)	2 (2)	U.W.; MLS; RL and others	no statistics	1	1 (2)
County	1,072 (9)	32 (9)	3 (9)	11 (8)****	23 (7)*****	1,026 (8)	8 (8)	MLS local PL; MCW; RL	39 (8)	7	2 (9)
DPI	0 (2) ******	0 (2)	0 (2)	0 (2)	0 (2)	0 (2)	0 (2)	-	0 (2)	-	0 (2)
U.S. V.A.	2,044 (1)	85 (1)	4 (1)	15 (1)	15 (1)	2,546 (1)	1 (1)	MLS; VA (1)	197 (1)	0	0 (1)
TOTALS							14 (30)			9	6 (31)

+ Figures are for average number per institution, in the reporting year, except in yes-no questions.
* See Appendix D for List of "Other Formats" that it was possible to check in the questionnaire.
** See Appendix E for List of "Services" that it was possible to check in the questionnaire.
*** See Appendix I for key to abbreviations.
**** This figure may be misleading as some of these questionnaires were ambiguous, e.g. one respondent listed 18 services but also responded "0" open hours "because library is unstaffed".
***** This figure may be misleading; often respondents listed "open all the time" but listed no budget or staff; or "open 40 hours per week", but by person who had another full-time responsibility, as medical records librarian.
****** Part of school (residents') library; not reported separately.

Table X. General Responses: Adequacy of Program, Further Training, State Coordinator
(The numbers in parentheses represent the number of responding institutions.)

Type of institution	"Are there programs, materials or services which you feel are important but are impossible to provide because of inadequate funds or staffing?"		"Do you feel that further training or courses would be helpful?"		"If employed by a state or county institution do you feel that a state consultant or coordinator for Library Services in State Institutions would make your library more effective?	
	Yes	No	Yes	No	Yes	No
Corr.	6	1 (7)	4	2 (6)**	4	2 (6)
Corr. Camp	6	0 (6)	1	2 (3)	2	2 (4)
Psychiat.	4	0 (4)	4	0 (4)	4	0 (4)
M.R.	3	0 (3)	3	0 (3)	2	1 (3)
County	8	2 (10)*	8	2 (10)***	7	1 (8)****
BPI	2	0 (2)	2	0 (2)	1	1 (2)
U.S. V.A.	1	0 (1)	1	0 (1)	NA	(1)
TOTALS	30	3 (33)	23	6 (29)	20	7 (27)

* One "no" response comes from a respondent-institution where there is no patients library; the staff library is supported by a total budget of $750; no librarian; 134 volumes; no periodicals.

** One of these "no" responses indicated that it was because of lack of time, not interest.

*** Neither of the 2 "no" respondents has any library training.

**** The same respondent also answered negatively to the question regarding awareness of various federal grant programs for libraries.

Table XI. General Responses: Effect of Federal Grant Programs on Library Programs (The numbers in parentheses represent the number of responding institutions.)

Type of institution	"Have you been aware of or used Federal Grants LSCA; LEAA; NLM; ESEA Titles I and II?"*		"If the answer to the previous question is yes, have you ever used any of these grants?"		"Did these grants contribute to your library programs--if you did receive a grant?"--with representative comments.
	Yes	No	Yes	No	
Corr.	7	0 (7)	6 LSCA I ESEA I, II LEAA	1 (7)	Yes. "Vital part of library service, especially with state austerity" (6)
Corr. Camp	4	0 (4)	3 LSCA, ESEA I, II	1 (4)	Yes. "Grant money is the only source of support for library services." (3)
Psychiat.	4	0 (4)	4 LSCA, NLM, ESEA	0 (4)	Yes. "Imperative as seed money for innovative and basic programs." (3)
M.R.	3	0 (3)	3 LSCA ESEA I, II NLM	0 (3)	Yes. "Absolutely, for materials, classroom collections, satellite library programs, many others." (3)
County	5	4 (9)	1	8 (9)	No. "Did not receive grant." (1)
DPI	2	0 (2)	2 ESEA I,II LSCA	0 (2)	Yes. - (2)
U.S. V.A.	1	0 (1)	0	1 (1)	- (1)
TOTALS	26	4 (30)	19	11 (30)	

*See Appendix J for full titles.

Table XII. Institution Budget for Library Services: Average Expenditure per Institution by Type of Institution (Figures are for annual budget; no grant funds are included.)

	Residents' Library(ies)							Staff Library(ies)						
	Corr. N=7	Corr. Camp N=7	Psych N=4	M.R. N=4	County N=26	DPI N=2	U.S. V.A. N=1	Corr. N=7 NA	Corr. Camp N=7 NA	Psych N=4	M.R. N=3	County N=26	DPI N=2 NA	U.S.V.A. N=1
$0-$99		$1.43			$19.23									
100-499														
500-999												$863		
1000-1999														
2000-2999														
3000-3999				$3,912										
4000-4999										$4,772				
5000-5999														
6000-6999			$6,409											
7000-7999														
8000-8999														
9000-9999											$9,901			
10,000-10,999														
11,000-11,999														$11,730
12,000-12,999														
13,000-13,999														
14,000-14,999														
15,000-15,999	$15,158													
16,000-16,999														
17,000-17,999														
18,000-18,999														
19,000-19,999						$19,732								
20,000-20,999														
21,000-21,999														
22,000-22,999							$22,920							
23,000-23,999														
24,000-24,999														
25,000+														

SECTION 3: APPENDIXES

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APPENDIX A

The Questionnaire

LIBRARY
INSTITUTION SURVEY

January, 1973

Please complete this questionnaire and return by February 15, 1973. It is very important to all of us that we have this information.

Return to: Ms. Betsy Merriam, Librarian
Staff Library
Mendota State Hospital
301 Troy Drive
Madison, Wisconsin 53704
Telephone: (608) 244-2411, extension 255

*Reporting year:
for state agency and other special libraries, all annual data are to cover the fiscal year July 1, 1971 - June 30, 1972.

If it is easier for you, use Jan. 1, 1972 - Dec. 31, 1972.

I. General

1a. Name of institution?_____year established_____

1b. Reporting library (libraries):
If there is more than one library in your institution, please list. This questionnaire will ask for data from each library within an institution.

Libraries: (a)_____year established_____
(b)_____year established_____
(c)_____year established_____

1c. Name of and title of person in charge of library:(or Director of Libraries).

_____
First Initial Last Title

1d. Name, title of person responsible for completed form:

_____
First Initial Last Title

1e. Date prepared:_____

1f. Address of institution_____
_____
_____

1g. County:_____

Telephone No.: _____
Area Code Number Extension

2. Type of institution:
   a. Best described as: (please check)

_____ Correctional-adult
_____ Correctional-adolescent
_____ Mentally Ill - adult
_____ Mentally Ill - all ages
_____ Mentally Ill - children
_____ Mentally Retarded
_____ Handicapped children (training school)
_____ Other _____
_____ Other _____
_____ Other _____

   b. Patient or resident population:
      (1) average daily population _____
      (2) average length of stay (in days) _____. (In longer-term institutions you may use months and/or years if this is more appropriate (please specify).

3. Type(s) of library(ies) serving residents: Check as many as appropriate for your institution:

_____ (a) Patients' or Inmates' Library
_____ (b) School Library
_____ (c) Patients' and School together
_____ (d) Legal Library or Legal Collection
(If you have a collection of legal materials, but not a separate law library, please indicate approximate number of volumes _____. Do not fill out an entire separate questionnaire for this collection.)

4. Staff & Students in institution:

a. Staff	No. of staff employed during reporting year
Professional	_____
Non-Professional	_____

b. Students in training What kinds:	No. in training during reporting year
Nurses	_____
Medical Students	_____
Occupational Therapists	_____
Social Workers	_____
Residents(psychiatric)	_____
Pastors	_____
Teachers	_____
LPN	_____
Other	_____

5. Do you have separate physical library facilities for separate functions or users (as Staff and Patients' Libraries)?

yes_____
no_____

Please fill out Section II, Library Data, pages 4 to 11 (on collection, staff, transactions, services & programs, physical layout and funding) for each library. If you are reporting on more than one library, PHOTOCOPY Section II of the questionnaire before filling out. Report for each Library separately. Section II, Library Data, starts on the next page.

II. Library Data
(Fill out one for each library at your institution).

6. Collection

a. Library Name_____
Institution_____
Reporting year_____

b. _____Number of volumes added to book stock and bound periodicals collections during the reporting year.

c. _____Total number of volumes in book stock and bound periodicals collections at the end of the reporting year.

d. _____Number of titles, excluding duplicates, currently received for the periodicals collection. (Include regular gifts.)

e. _____Number of slides

f. _____Number of tapes (audio)

g. _____Number of transparencies

h. _____Number of Microfilms

i. _____Number of Video-tapes

j. _____Number of films

k. _____Number of filmstrips

l. _____Approximate Number of items in Vertical File

_____(or number of file drawers)

m. _____Other material_____

n. _____Other material_____

o. _____Other material_____

p. Classification system used: Check as appropriate:

Dewey_____
Library of Congress_____
National Library of Medicine_____

None_____

Other_____

II.7. Library Staff

a. Person in charge of library:
(1) Title & name_____
(2) _____Number of hours worked per week in this library
(3) _____Year began work in this library
(4) _____Number of years in other libraries
(5) Education of person in charge (high school, bachelor's, master's, M.L.S.)_____
(6) If you do not have a library degree, have you had any library related course-work?

Yes_____
No_____

(7) Salary per year for work in this library:
Amount_____(per year)
Please check: Institutional Budget_____
Grant funds _____

(8) Is the library the librarian's major institution responsibility?

Yes_____
No_____

(9) If not, please describe the librarian's major responsibility.

_____
_____

(10) Is the librarian responsible for operating more than one library at the institution?

Yes_____
No_____
If yes, please describe. Does the institution budget provide additional staff to assist you?_____
_____
_____

(11) Who is responsible for selecting books and periodicals for your library?_____
_____
_____

b. Other paid library staff for this library. (Do not include patient or inmate workers here). NEXT PAGE

b. Other paid library staff for this library. (Do not include patient or inmate workers here).

Number of people	Number of hours worked per week	Title	Educational level (high school, B.A., M.A., MLS)	Any library related courses if no Library degree? check if yes	Please put salary per year in appropriate column	
					Institutional Budget	Grant

c. This represents how many full time equivalent positions in the library? Include person in charge and all others (full time equivalents).

_____

Example: a half-time librarian (.5) and a quarter-time assistant (.25) equals .75 full-time equivalent positions.

d. Volunteers?

Yes_____
No_____
If yes, number of hours per week_____

e. Students?

Yes_____
No_____
If yes, number of hours per week_____

f. Patient or inmate help?

Yes_____
No_____
If yes, number of hours per week_____

8. Transactions

a. Direct library loans to individuals within your institution: (Do not include (d) below in this total.)

No. items loaned_____(per year) (Include photocopies)

b. Citations supplied for individuals within your institution:

No._____(per year)

c. Loans to other libraries or individuals outside of the institution:

No._____(per year) (Include photocopies)

d. Items borrowed from other libraries: No._____(per year) (Includes photocopies)

9. Services and programs

a. Does your library provide reference services for the primary users of this library?

Yes_____
No_____

b. Does your library try to obtain reference assistance from any outside sources (libraries, information centers)?

Yes_____
No_____

c. If yes, where do you go: (please check)

_____local public library
_____U.W. Medical Library
_____Reference & Loan Library
_____Others (list titles of each, or approximate number of outside libraries)_____
_____

d. Does the library provide other services, programs and/or special materials? check those you provide:

( ) Preparation of bibliographies or special book lists.
( ) Literature search assistance
( ) Answering reference questions
( ) Story hours
( ) Orientation to the library
( ) Gathering materials from collection for user
( ) Acting as agent for patron for book purchase
( ) Acting as agent for purchase of books and journals for departments.
( ) Aiding patrons and departments with binding
( ) Maintaining institution's archives
( ) Maintaining collection of reprints of articles by institution staff
( ) Maintaining collection of other relevant reprints.
( ) Preparation of new book lists
( ) Consulting on departmental libraries
( ) Preparing exhibits
( ) Maintaining bulletin board
( ) Evaluation of collection for weeding
( ) Foreign language materials
( ) Magazine routing
( ) Large-print books
( ) Braille books for the blind
( ) Talking books and periodicals
( ) Book reviews
( ) Newspapers
( ) Bookcart service
( ) Library newsletter
( ) Reading-discussion groups
( ) Book selection groups
( ) Play reading groups
( ) Adult vocational materials
( ) Adult Basic Education Material
( ) Adult education groups
( ) Film discussion groups
( ) File of "staff research interests" for individual staff members
( ) Creative writing groups
( ) Grant writing for other staff
( ) Records
( ) Instruments
( ) Dry Carrels
( ) Wet Carrels

( ) Audio-visual production
( ) Cassette tape recorders
( ) Tape recorders
( ) Other_____
( ) Other_____
( ) Other_____

e. Number hours open (with staff) per week:_____

f. Do users have access during closed hours?

Yes_____
No_____

10. Physical layout

a. Sq. ft. in library (including library offices & work space)
_____

b. Seating capacity:_____

c. Is this adequate, in your opinion or according to standards?

Yes_____ Why?_____
No_____ _____
_____

11. Funding provided in institution budget: (do not include grants or gifts.) Budgeted amount for library service for the reporting year: (round to nearest dollar).

a. _____Salaries and wages for staff, excluding maintenance staff. This is for_____full time equivalent positions. (Use figure in #7c, page 7)

b. _____Library materials

c. _____Services (rental, consultative, centralized cataloging) purchased from other libraries and library agencies. (Not equipment or material purchased from others.) (For many libraries, this will not apply.)

d. _____All other expenditures

e. _____Total per year (Institution budget)

12. Funding by granting agencies. (LSCA, ESEA, NLM). Fill out separately for each granting agency of reporting year for this library. There are spaces for 3 granting agencies. Use back of sheet if necessary.

_____Total amount received in grants for this library for reporting year, from_____number of granting agencies.

1st. Granting Agency

a. Granting agency_____

_____

b. Salaries & Wages

_____amount/yr.

_____No. full time equivalent positions for reporting year.

c. Library materials

_____amount/yr.

d. Services purchased from other libraries or library agencies.

_____amount/yr.

e. All other expenditures

_____amount/yr.

f. _____Total amount from this granting agency for reporting year.

2nd Granting Agency

a. Granting agency_____

_____

b. Salaries & wages

_____amount/yr.

_____No. full time equivalent positions for reporting year.

c. Library materials

_____amount/yr.

d. Services purchased from other libraries or library agencies.

_____amount/yr.

e. All other expenditures

_____amount/yr.

f. _____Total amount from this granting agency for reporting year.

3rd Granting Agency

a. Granting agency_____
_____

b. Salaries & Wages
_____amount/yr.
_____No. full time equivalent positions for reporting year.

c. Library materials
_____amount/yr.

d. Services purhcased from other libraries or library agencies.
_____amount/yr.

e. All other expenditures
_____amount/yr.

f. _____Total amount from this granting agency for reporting year.

13. Monetary gifts or other funding received during reporting year:

Amount_____from whom_____for what purpose_____

Amount_____from whom_____for what purpose_____

Amount_____from whom_____for what purpose_____
(For purpose, "salaries", "materials", etc. is sufficient.)

Total amount of gifts for reporting year_____.

End of Section II

III. Totals:

14. Total expenditures for the Institutional Library (or Libraries) for reporting year, including institution budget, grants, gifts.

a. Institutional Budget_____(11 e)
Grants _____(12. total amount)
Gifts _____(13. total amount)
Total _____

b. No. of libraries included in report (with a separate Section II, Library Data, for each, completed & enclosed)

check: _____One library
_____Two libraries
_____Three libraries

IV. Personal Reactions

15. Are there programs, materials or services which you feel are important, but are impossible to provide because of inadequate funding or staffing. Please comment:

16. Do you feel that further training or courses would be helpful?

Yes_____
No_____
Please comment:

17. If you are employed in a state or county institution, do you feel that a state consultant or coordinator for library services in state institutions would make your library more effective?

Yes_____
No_____
Why?

18. Have you been aware of the following grants:

a. Library Services & Construction Act (LSCA)
Law Enforcement Assistance Administration (LEAA)
Elementary and Secondary Education Act (ESEA Title I and Title II)
National Library of Medicine (NLM)

Yes_____
No_____

b. Have you used these or others?

Yes_____
No_____

c. If yes, which one?

_____
_____
_____
_____

d. Do you think they have contributed significantly to your library program? Please comment briefly:

e. If not, would you be interested in writing grant proposals if assistance were provided by a State Department or Division representative?

Yes_____
No_____

19. Did you find this questionnaire difficult?

Yes_____
No_____
Why?

20. Did you learn anything while filling out this questionnaire?

Yes_____
No_____
Comments:

Thank You

APPENDIX B

Abbreviated Questionnaire

(Sent with cover letter to those institutions which had not returned the questionnaire by March 1, 1973.)

____ I will return the completed questionnaire before March 15, 1973.

____ I will return the completed questionnaire before April 1, 1973.

____ I do not intend to return the questionnaire because (check applicable statements):

____ We have no library facilities at this institution

____ The questionnaire is too long and detailed

____ The requested information is unavailable

____ We have no librarian or paid library staff

____ We have no library budget

____ Other reasons

SIGNATURE _____

POSITION _____

INSTITUTION _____

Population of Institution
(average) _____

DATE FILLED OUT _____

APPENDIX C

Abbreviations Used In Tables To Describe Type of Institution

Abbreviation	Type of Institution
Corr:	Wisconsin. Department of Health and Social Services. Division of Corrections. Correctional Institutions.
Corr. Camp:	Wisconsin. Department of Health and Social Services. Division of Corrections. Correctional Camp System.
Psychiat.:	Wisconsin. Department of Health and Social Services. Division of Mental Hygiene. Institutions for the mentally ill.
M.R.:	Wisconsin. Department of Health and Social Services. Division of Mental Hygiene. Institutions for the mentally retarded.
County:	Wisconsin. County Hospitals.
DPI:	Wisconsin. Department of Public Instruction. Division for Handicapped Children.
U.S. V.A.:	U.S. Veterans Administration. Hospitals.
DFS:	Wisconsin. Department of Health and Social Services
Wis. V.A.:	Wisconsin. Department of Veteran Affairs. Division of Veterans Homes.

APPENDIX D

"Other Formats"

(from page 4 of the questionnaire)

_____Number of slides

_____Number of tapes (audio)

_____Number of transparencies

_____Number of microfilms

_____Number of video tapes

_____Number of films

_____Number of filmstrips

_____Approximate number of items in Vertical File

_____(or number of file drawers)

_____Other material_____

_____Other material_____

_____Other material_____

APPENDIX E

"Services, Programs, and/or Special Materials"

(from pages 8-9 of the questionnaire)

( ) Preparation of bibliographies or special book lists
( ) Literature search assistance
( ) Answering reference questions
( ) Story hours
( ) Orientation to the library
( ) Gathering materials from collection for user
( ) Acting as agent for patron for book purchase
( ) Acting as agent for purchase of books and journals for departments
( ) Aiding patrons and departments with binding
( ) Maintaining institution's archives
( ) Maintaining collection of reprints of articles by institution staff
( ) Maintaining collection of other relevant reprints
( ) Preparation of new book lists
( ) Consulting on departmental libraries
( ) Preparing exhibits
( ) Maintaining bulletin board
( ) Evaluation of collection for weeding
( ) Foreign language materials
( ) Magazine routing
( ) Large-print books
( ) Braille books for the blind
( ) Talking books and periodicals
( ) Book reviews
( ) Newspapers
( ) Bookcart service
( ) Library newsletter
( ) Reading-discussion groups
( ) Book selection groups
( ) Play reading groups
( ) Adult vocational materials
( ) Adult Basic Education Material
( ) Adult education groups
( ) Film discussion groups
( ) File of "staff research interests" for individual staff members
( ) Creative writing groups
( ) Grant writing for other staff
( ) Records
( ) Instruments
( ) Dry carrels
( ) Wet carrels
( ) Audio-visual production
( ) Cassette tape recorders
( ) Tape recorders
( ) Other_____
( ) Other_____
( ) Other_____

APPENDIX F

Standards: A Brief Annotated Bibliography

1. Mental Retardation

Joint Commission on Accreditation of Hospitals. Accreditation Council for facilities for the Mentally Retarded. Accreditation Manual for Facilities for the Mentally Retarded, Chicago, The Commission, 1971.

See section 3.5, pages 59-63 for extensive library standards, some of which are excerpted below:

> "3.5.1 Library services, which include the location, acquisition, organization, utilization, retrieval and delivery of materials in a variety of media, shall be available to the facility, in order to support and strengthen its total habilitation program by providing complete and integrated multi-media information services to both staff and residents."
>
> "3.5.1.1. Library services shall make available to the facility the resources of local, regional, state and national library systems and networks."
>
> "3.4.1.2 Library services shall be available to all residents, regardless of chronological age, degree of retardation, level of communication skills, or accompanying disabilities or handicaps." (p. 59-60.)

The standards detail what library services to residents and staff should include, and also what they may include. The types of services, and variety of media which should be included ("but need not be limited to") are listed. Contact with community libraries by residents (both as inpatients and upon return to the community) is encouraged. The standards recommend that the librarian serve as advocate for the mentally retarded "if facility policies or community library policies interfere with the retarded person's freedom to read materials of his own choosing or if they deny or abrogate his right to information or access to library services of any kind, in accordance with the Library Bill of Rights adopted by the American Library Association." (p. 60)

The standards require, for library services, that there shall be:

- "written statement of objectives...
- "separate budget, adequate to carry out the program in accordance with stated goals and objectives...
- "written policies...
- "available sufficient, appropriately qualified staff, and necessary supporting personnel, to carry out the program...
- "a qualified librarian...(who) shall have a master's degree in library science from a school accredited by the American Library Association (and) should have preparation in a field relevant to work with the mentally retarded.

-"(adequate) space, physical facilities and equipment... (complying) with the Standards for Library Services in Health Care Institutions published by the Association of Hospital and Institution Libraries of the American Library Association." (see pages 61-63.)

2. Mental Illness

American Psychiatric Association. Standards for Psychiatric facilities, Washington, 1969. See pp. 40; 49-53; 56-57.

Excerpts follow:

"Standard 27: the following functions shall be provided: psychology, social service, medical records, library, public information and personnel. ...An educational program shall be maintained when inpatient treatment is provided for children and adolescents..."

"The functions listed above are essential for the provision of effective diagnosis, treatment and administration..." (p.40)

"Standard 33: An educational program shall be provided, under qualified direction, for children and adolescents in day care and residential psychiatric facilities. Educational opportunities may also be provided for adults at the high school, college and vocational levels..."

"All education and training staff members should meet the certification requirements of the board of education in the state where the facility is located..." (p. 49ff.)

"Standard 35: A professional library shall be maintained according to the needs of the staff. Basic textbooks, current periodicals, and other materials appropriate to the needs of the facility's professional and technical staff should be readily available...(These services should be) under direction of a medical librarian...when the services of a fully trained professional librarian are not available, the library may be run by a person who has had some training in medical library work, with consultation by a medical librarian.

"The library has regular stated hours of service and a regular annual budget appropriation. It contains standard books and periodicals published within the last ten years and receives regularly a number of current professional journals about psychiatry and allied fields...up to date collection of basic texts used in other medical specialties...general reference works...at least one up-to-date encyclopedia and a collection of dictionaries (English, foreign language, psychiatric, and other specialized.)" (see pp. 56-57 for more detailed standards.)

Joint Commission on Accreditation of Hospitals. Accreditation Council for Psychiatric Facilities. Accreditation Manual for Psychiatric Facilities 1972, Chicago, The Commission, 1972. See pages 139-140.

"Professional library services, Standard I: Library services shall be made available as appropriate to meet the professional and technical needs of the facility's staff.

"Interpretation

"The psychiatric facility's professional library service should provide pertinent, current and useful medical, psychiatric, psychological, educational and related materials that will serve the programs...and the needs of the Staff."

Services should include: reference service, document delivery, audiovisual service, regular hours, prompt access to materials.

"The extent of library services will depend upon the size and program of the facility.

"A facility providing extensive library services should have a professional librarian...There shall be evidence of a continuing effort to study the psychiatric facility's need for professional library services to ascertain that provisions exist for such services. These studies should result in... Short-and long-term goals, the support of a realistic annual budget and recommendations for the addition and deletion of books, journals and audio-visual materials."

3. Correctional

Guidelines for Legal Reference Service in Correctional Institutions: a tool for correctional administrators. College Park, Md., American Correctional Association, 1973.

The manual is approved by the ACA, but it is not clear if it supersedes other standards in 1966 Manual (below). The purpose is to provide guidelines which were omitted in the court decisions mandating legal reference materials to inmates. These guidelines recommend that "all library functions within the institutions including legal reference materials and service, be coordinated under a professional librarian with special training in audio-visual and legal reference service." (p.1) It is recommended that local jurisdictions be the primary source of funds for legal research materials for prisoners, with the first alternative source being U.S. Dept. of Justice-LEAA. LSCA monies are not to be used unless "additional funds are appropriated for this purpose". The manual includes "minimum" and "expanded" (suggested) legal collections, with costs, and a geographic listing of "Law Libraries which offer services to Prisoners".

Manual of Correction Standards, 3rd. edition. Washington, The American Correctional Association, 1966. Chap. 31: Library Services, pp. 502-518. (Available in reprint from AHIL, Chicago.)

"Essential elements of a correctional library

1. "Statement of objectives and standards for the Institutional Library...(should be) in accord with the State Library Association, ...the American Correctional Association and the American Library Association.

2. "Library collection and Services...must be clearly stipulated in the Institution Administrative and Library manuals...

3. "Library personnel: policies and procedures must be established for their selection...qualifications, duties and functions.

4. "Budget (must be) regular and ample...

5. "Library facilities and Supplies...must (be) adequate so as to enable the library to carry out its program objectives.

6. "System for maintaining Teamwork...of the library with other divisions of the institution and the community must be delineated." (p. 504.)

These "essential elements" are expanded upon in the rest of the chapter. There are standards for specific library services (for staff and inmates); qualifications for library personnel (including graduation from an accredited library school with relevant other courses recommended); number of staff (by the number of inmates); budget (for staff and inmates' libraries) and others.

There are some sentences which seem to be in disagreement with the Library Bill of Rights (which are purported to be supported in these standards). The sentences are:

> "Principles in selection: Rehabilitation, with all its implications, is a most important part of the overall correction institution program. The library has an influential role to play in this process and should provide only those materials which have <u>positive value</u>, whether they be for <u>wholesome</u> recreation, accurate, up-to-date information, inspiration, or esthetic and cultural development. Material which is <u>suitable</u> in <u>content</u>, <u>make up</u>, and reading level should be available to all of the institution population and should support the total institution program. <u>Omission of books which will not support the institution program and philosophy constitutes good selection, not undesirable censorship</u>." (p. 505) (Underlining added)

There is no mention of legal materials in these standards.

4. Residential and Correctional Schools

Library Services in Residential and Correctional Schools (adapted and arranged by Anna Huff and Ruth Swenson from: Institutions Serving Delinquent Children; Guides and Goals, prepared by U.S. Dept. of HEW, Children's Bureau, in cooperation with National Association of Training Schools and Juvenile Agencies) Wis. Dept. of Public Instruction Reprint, 6/67. (3 pages)

- Should provide both school and public library services.
- Should be coordinated with "group life, educational vocational and work programs."
- Policies, rules and regulations of the library should encourage use.
- Services (some listed) should "fit in with social, recreational or educational programs."
- State and local library agency services should be utilized when possible.
- Minimum qualification of librarian: 4 years college; ability to meet State certification for public school librarians or graduation from an accredited library school.
- Minimum library standards for schools should be met.

5. School Library Standards

Standards for School Library/Media Programs, 1972-1975, Madison, Wisconsin Division for Library Services, 1972.

These standards list staff: pupil ratios; services, materials, equipment and physical facilities which should be provided, (including specific numbers of volumes, newspaper and magazine subscriptions, filmstrips, films, transparencies, art prints and other audio-visual formats. The standards also give budget figures per student for books, magazines and audio-visuals. These would be useful for institutions containing an elementary or secondary school program.

Joint Committee of the American Association of School Librarians and the Department of Audio-Visual Instruction of the National Education Association. Standards for School Media Programs, Chicago, ALA and Washington, NEA, 1969.

These standards are also very specific as to recommended print and non-print materials and equipment, and the number of professional and non-professional media staff required for school media programs. In many cases, these standards are more specific and exacting than the preceding title. Again, these would be good to use in evaluating media programs in institution schools.

North Central Association of Colleges and Secondary Schools, Commission on Secondary Schools. Policies and criteria for the Approval of Secondary Schools, 1969-1970, Chicago, The Association, 1970.

These standards include a section on the "coordinated instructional media program" necessary to receive North Central accreditation: professional and technical/clerical personnel, budget, physical space and equipment, and collection (print and non-print). Could be used for technical or other associate degree schools in institutions.

6. Health Care Institutions

Hospital Library Standards Committee, Association of Hospital and Institution Libraries, American Library Association. Standards for Library Services in Health Care Institutions, Chicago, ALA, 1970.

Library services to patients and staff should be combined administratively under the direction of the chief librarian. The standards include a discussion of the factors in the institution which affect the kinds of library staff required and the services which should be provided. Responsibilities, duties and services of patients' and staff libraries are given. Dissemination of informational, educational and instructional materials and equipment to all employees and patients, in support of the institution's rehabilitative, therapeutic and research purposes is stressed. The need for effective library staff is also stressed: "the quality of the library staff is the single, most important factor in...effectiveness...library service should not be provided without continuing professional supervision, since a qualified, salaried librarian is essential for the establishment and maintenance of effective library service..." (p.5)

Directory of Approved Internships and Residencies, 1972-73, Chicago, American Medical Association, 1973.

Brief standards for Medical Libraries are stated under "Essentials of Approved Internships" and "Essentials of Approved Residencies". An adequate, accessible, staffed library should be provided. The size of the library can depend on the availability and use of other library facilities. However: "Such outside facilities should be considered supplementary to, and not a substitute for, the hospital library..." (p.156) and "Every hospital conducting graduate training must have...a basic collection of medical texts and journals available for ready reference, whether or not accessory facilities are available." (p.348)

Institutional Library Services: A Plan for the State of Illinois, Chicago, ALA, 1970

This plan for institutional library services includes the results of a study of Illinois institution libraries as well as suggested standards including: A single department, incorporating residents and professional libraries; a definite budget; wide variety of audio-visual aids; adequate staff; coordination of resident library services with educational, rehabilitation and treatment plans. Some concrete budget and collection figures are cited. These standards could be applicable to many kinds of institution libraries. (It should be noted that the ALA publishes this report in the hope that it will provide a helpful service to the profession, although ALA publication does not intend endorsement of the findings, see pp. XI-XII.)

Proposed Essentials of an Approved Clinical Affiliation Program, N.Y., American Occupational Therapy Association, 1969.

"A library of current publications and texts related to occupational therapy and pertinent medical areas should be readily available." (These "proposed essentials" have now been adopted by the AOTA.)

APPENDIX G

Legal Bibliography

Many of the decisions cited here refer only to the right to education (as for the retarded) and the meeting of appropriate minimal educational standards.

The references are not specifically to meeting "library" standards. Therefore, in most cases, it must be by inference that we speak of using minimum standards as a legal right of those in institutions.

Some of the cases on right to legal materials are more specifically applicable to libraries. This is not a complete bibliography but does include some landmark cases.

1. Rights of the Retarded

Cases

Mills v. Board of Education of the District of Columbia, Civ. Action No. 1939-71 (D.D.C. 1972).
A constitutional holding, with precedential value (unlike the PARC case, considered a landmark case, which is a consent agreement) on the right to an individually appropriate public education not only for the mentally retarded, but for all children suffering from mental, behavioral, emotional, or physical handicaps or deficiencies. Also ruled that "insufficient funds" is not a justifiable reason for not providing these services.

Pennsylvania Association for Retarded Children v. Commonwealth of Pennsylvania (PARC), 334 F. Supp. 1257, (E.D. Pa. 1971).
A consent agreement on the right to education of mentally retarded children. Not specifically on libraries, but an order to the Commonwealth of Pennsylvania "to provide every retarded person between the ages of 6 and 21 years with a free public program of education and training appropriate to his capacities." Considered a landmark case.

Ricci v. Greenblatt, Civ. No. 72-469F, (E.D. Mass., Feb. 11, 1972)
Case involving the Belchertown State School for the Retarded affirming that "habilitation services" for the retarded included educational or vocational training in a comprehensive treatment plan.

Wyatt v. Stickney, 344 F. Supp. 373 (M.D. Ala. 1972), now known as Wyatt v. Aderholt, No. 72-2634 (5th Cir., 1972), on appeal.
Appendix A of the decision in Wyatt v. Stickney includes education rights of the retarded (p. 395); and staffing ratios of special education programs (p. 406). Libraries are not specifically mentioned. The decision also orders:

"Residents shall have a right to receive suitable educational services regardless of chronological age, degree of retardation or accompanying disabilities or handicaps... School age residents shall be provided with a full and suitable educational program and such programs shall meet prescribed minimal standards."

Wyatt v. Stickney (Aderholt) amicus briefs:
Amicus briefs were submitted (Pre-trial, post-trial and "on appeal" memoranda) by the following organizations: The American Psychological Association, the American Orthopsychiatric Association, the American Civil Liberties Union, the American Association on Mental Deficiency and the United States Department of Justice. (Addresses of attorneys to obtain copies of these briefs are available from the author.)

Some of the points brought up in these briefs do have relevance to institutional library services, and go beyond the court order:

-American Psychiatric Association standards implied as "minimums" (A.P.A. standards are concerned with libraries)

-Proper staffing patterns, with professional association standards used; "recruitment of a qualified and sufficient staff."

-"The duty of the state acting in loco parentis or as parens patriae in regard to one of its wards is to adhere to the same standards of care, training and treatment that is imposes upon the child's natural parent of guardian. To allow any less is merely to substitute official community neglect for parental neglect." (See also Creek v. Stone 379 F. 2d 106 (D.C. Cir. 1967) and D.C. Family Welfare Rights Organization v. Thompson (Docket 71-1150J, D.C. Sup. Ct., Fam. Div., 1971).

-Argument that the court may order institutions to meet all minimum standards to provide adequate treatment, habilitation or education.

Articles

Collings, Gary D. Case Review: rights of the retarded. J Spec Ed 7(1) 27-37, 1973.

Mental Health Law Project. Basic Rights of the Mentally Handicapped. Washington D.C., Mental Health Law Project, 1973.

The Pennsylvania Court Orders, Excep Parent, Dec.-Jan., 1972, pp. 8-12.

2. Rights of the Mentally Ill

Cases

U.S. ex rel. Schuster v. Herold 440 F. 2d 1334 (2nd Cir. 1971)
A serious constitutional question raised by inadequate access to legal research materials in mental institutions.

Wyatt v. Stickney, (Wyatt v. Aderholt) and amicus briefs (see bibliography under mental retardation.)

Articles

See Mental Health Law Project. Basic rights of the Mentally Handicapped op. cit.

3. The Right of Prisoners

Cases

Cruz v. Hauck, 345 F. Supp. 189 (D.C. Tex. 1972). The right to access to legal reference materials for inmates in county jails, as well as those in state and federal institutions, is upheld.

Gilmore v. Lynch: 319 F. Supp. 105 (N.D. Cal. 1970), appealed to Supreme Court as:

Younger v. Gilmore - U.S.-, 30 L. Ed. 2d. 142, 92 S.Ct. 250 (Nov. 8, 1971). (Especially the amicus curiae brief filed by the Prison Task Force of the Bay Area Chapter of the Social Responsibilities Round Table (SRRT) of the American Library Association: known as the SRRT Brief. These cases and the following article relate to the rights of prisoners to law libraries.)
In Younger v. Gilmore, an inmate's right to access to legal materials is upheld.

Articles

Le Donne, Marjorie. Summary of Court Decisions Relating to the Provision of Library Services in Correctional Institutions. Chicago, ALA, 1973. (Copies found in the Winter/Spring issue of the AHIL Quarterly.)
A bibliography.

MacLeod, Celeste. Prison Law Libraries and You. Library Journal, Nov. 1, 1972, pp. 3539-3945. See bibliography of article.

APPENDIX H

Cost of Books

Medical Books	1965	1973
Average cost per book	$15.00	$21.20
Average cost per journal subscription	$13.90	$23.90

Source: Brandon, Alfred N. Selected List of Books and Journals for the Small Medical Library. Bull. Med. Libr. Assoc. 61 (2), April 1973, p. 180.

Trade Books	1965	1972
Average cost per book	$ 7.95	$12.99

Source: The Bowker Annual of Library and Book Trade Information. 1966 ed., pp. 102-103 1973 ed., pp. 332-333

APPENDIX I

Abbreviations Used For Interlibrary Loan
(Tables VIII and IX)

Abbreviation	
Blind	Regional Library for the Blind and Physically Handicapped
CWC	Central Wisconsin Colony
DLS	Division for Library Services
Local P.L.	Local Public Library
Mad. P.L.	Madison Public Library
Mailbox L	Mailbox Library
Mil. P.L.	Milwaukee Public Library
MLS	Medical Library Service (U.W. Middleton Medical Library)
MSH	Mendota State Hospital (Now Mendota Mental Health Institute)
RL	Reference and Loan Library (DLS)
U.W.	University of Wisconsin Memorial (and others)
U.W.-O	University of Wisconsin-Oshkosh
U.W.-W	University of Wisconsin-Whitewater
MCW	Medical College of Wisconsin
MRML	Midwest Regional Medical Library (Chicago)
NLM	National Library of Medicine (Bethesda Md.)
DCLS	Dane County Library Service
UWIMC	University of Wisconsin-Madison; IMC
Lib School	University of Wisconsin-Madison Library School
V.A.	Other U.S. Veterans Administration Libraries

APPENDIX J

Abbreviations Used For Grants
(Table XI)

Abbreviation	Grant Title
LSCA I	Library Services and Construction Act Title I (formerly Title IV A)
ESEA I	Elementary and Secondary Education Act Title I
ESEA II	Elementary and Secondary Education Act Title II
NLM	National Library of Medicine Resource Improvement or Resource Project Grants

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